

R-61 Instructions

Complete one form for each morning and/or afternoon trip transporting the same group of students when it is:

1.

A hazardous trip for students living less than 1.5 miles from school.

2.

A portion of a regular trip that requires the bus to leave the route for students living less than 1.5 miles who are transported because of hazardous conditions.

3.

A regular route transporting students less than 1.5 miles from school on available space without leaving the route.

4.

A hazardous portion of a regular trip that requires the bus to leave the route to transport students living less than .3 miles from the route.

5.

A regular trip that has stops less than .2 of a mile apart.

Approval of a hazardous request is only for the current school year. **Each application must be submitted to the County Supervisor of Transportation.** Due to limited funds, requests should be limited to only the extremely hazardous situations.

County: The County where the hazard is located
District: The district where the hazard is located
District Priority Rating: Give each district’s hazardous request a priority rating beginning with 1 for the most hazardous.
Schools Involved: List the school(s) the students attend who live on the hazardous trip or portion of the regular route.
Number of Children Affected: Record the number of students in each classification who live on the hazardous trip or affected portion of the trip.

Location of Hazardous Area: Be specific in identifying the hazardous area, street names, road numbers, landmarks, etc.
Existing Traffic Control and Protection: Check all hazardous conditions that exist at the hazardous location. Identify any other existing conditions.
Hazardous Condition Is Caused By: Check the cause of the hazardous condition(s)
Describe Hazardous Condition Fully: Give a brief and precise description of the hazardous condition(s).
Can Transportation Be Provided With Present Route Buses: Check yes or no?
Complete information in each section for morning and afternoon unless the trip or stops are made only in the morning or afternoon.

Cost Calculation Section 1 (Portions of Trips 3 or 5)

Number of Stops: Record the total number of stops requiring the additional cost(s).
Maintenance Cost at \$.17 Per Stop: Multiply the number of stops by \$.17
Days Operated: Record the number of school days these stops are made
Annual Maintenance Cost: Multiply the **Number of Days Operated** by **Maintenance Cost at \$.17 per Stop**
Driver’s Salary Cost at \$.14 Per Stop: Multiply the **Number of Stops** by \$.14
Number of Days Operated: The number of school days these stops are made
Total Annual Driver’s Salary Cost: Multiply the **Driver’s Salary Cost at \$.14 Per Stop** by the **Number of School Days Operated**

Cost Calculation Section 2 (Trip 1)

Miles Per Trip: Record the number of miles, including tenths of a mile, for this trip.
Cost per Trip at \$1.13 per Mile: Multiply the **Miles per Trip** by \$1.13
Days Operated: Record the number of school days this trip operates
Annual Cost for Mileage: Multiply **Cost per Trip at \$1.13 per Mile** by **Days Operated**
Trip Time In Minutes: Record the amount of time in minutes for this trip.
Driver’s Salary Cost per Trip at \$.14 Per Minute: Multiply the **Trip Time in Minutes** by \$.14
Days Operated: Record the number of school days this trip will operate.
Annual Driver’s Salary Cost: Multiply **Driver’s Salary Cost per Trip at \$.14 Per Minute** by **Days Operated**
Total Costs: Add the **Annual Cost For Mileage** for the AM and PM. Add the **Annual Driver’s Salary Cost** for AM and PM.

Cost Calculation Section 3 (Portions of Trips 2 or 4)

Additional Miles per Trip: Record the number of additional miles, including tenths of a mile, required for the bus to make these stops.
Cost per Trip at \$1.13 per Mile: Multiply the **Additional Miles per Trip** by \$1.13
Days Operated: Record the number of school days this trip will operate
Annual Cost for Mileage: Multiply **Cost per Trip at \$1.13 per Mile** by **Days Operated**
Additional Trip Time in Minutes: Record the additional minutes required for the bus to make these stops.
Driver’s Salary Cost per Trip at \$.14 Per Minute: Multiply the **Trip Time in Minutes** by \$.14
Days Operated: Record the number of school days this trip will operate.
Annual Driver’s Salary Cost: Multiply **Driver’s Salary Cost per Trip at \$.14 Per Minute** by **Days Operated**
Total Costs: Add the **Annual Cost For Mileage** for the AM and PM. Add the **Annual Driver’s Salary Cost** for AM and PM.

Grand Total for Maintenance and Mileage: Add the **Total Costs** in each of the three sections above for Maint. And Miles
Grand Total for Driver’s Salary: Add the **Total Costs** in each of the three sections above for driver’s salary
State Funded For Maintenance and Mileage: County Supervisor completes this from the amount allocated to the district
District Funded For Maintenance and Mileage: County Supervisor completes this from the amount allocated to the District
State Funded For Driver’s Salary: Assist. Director for District Services completes this from the amount allocated
District Funded For Driver’s Salary: Assist. Director for District Services completes this from the amount allocated
Superintendent’s Signature: The Superintendent signs and checks approved or disapproved. Forward all approved applications to the County Supervisor of Transportation.
County Supervisor’s Signature: The County Supervisor signs and approves or disapproves the request.